

SELF-INSPECTION CHECK LIST FOR PLENARY RETAIL LICENSEES

	YES	NO
1. Is a copy of the ABC HANDBOOK FOR RETAIL LICENSEES kept on the licensed premises and available to all employees?	[]	[]
2. Is a copy of the license application on the premises (last filed long form and current) and kept in a place which is available for inspection at all times ?	[]	[]
3. Is the application complete? Have all questions been fully answered?	[]	[]
4. Is form E-141-A (<i>List of Employees</i>) on the premises , and kept in a place where it is available for inspection at all times?	[]	[]
5. Are all employees qualified as to age and no criminal record ?	[]	[]
6. Is form E-141-A, as prescribed by the Director, complete and current ?	[]	[]
7. Was a Federal Special Tax Stamp applied for, for the current year, which began on July 1 st ?	[]	[]
8. If stamp was not received, is there some indicia or proof (<i>copy of application and/or canceled check</i>) kept on the licensed premises?	[]	[]
9. Does vehicle making deliveries or transporting alcoholic beverages have a Transit Insignia properly issued for it and properly affixed to the vehicle?	[]	[]
10. Are all open bottles or alcoholic beverages properly fitted with pourers or air-tight sealers?	[]	[]
11. Are all open bottles or alcoholic beverages checked on a regular basis for contamination and/or low proof?	[]	[]
12. Is the current license certificate properly endorsed and displayed in such a manner as to be easily noticed by patrons?	[]	[]
13. Is all storage of alcoholic beverages confined to the licensed premises?	[]	[]
14. Are all consumption licensees without "Broad Package Privilege Endorsement" displaying package goods for sale from shelves affixed to the perimeter walls of the principal barroom or from an area behind the principal bar or in compliance with any approved floor plans?	[]	[]
15. Are all beer taps, and automatic and electronic alcoholic beverage dispensers properly marked so as to clearly indicate the brand and type being dispensed?	[]	[]
16. Is it true that there is no other kind of business other than the sale of beverages or prepared food being conducted on the licensed premises?	[]	[]
17. Is it true that you are not currently engaged in any promotion or practice which includes free alcoholic beverages which could be prohibited by A.B.C. rules or regulations?	[]	[]

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| 18. | Are sales of distilled spirits, wine and beer made only during their legal hours of sale? | [] | [] |
| 19. | Have all employees been instructed regarding procedures for proofing youthful-appearing patrons and valid types of identification? | [] | [] |
| 20. | Are accurate and true books of accounts maintained daily? | [] | [] |
| 21. | Has the name and address of every person having any direct or indirect interest in the licensed business or deriving any profits from the business been disclosed on page 7 and page 10A of the license application? | [] | [] |
| 22. | Are ample quantities of advertised sale items stocked to reasonably meet the demands by patrons? | [] | [] |
| 23. | Are all sale items being offered at cost or above? | [] | [] |
| 24. | Are all purchases of alcoholic beverages made from authorize sources (<i>N.J. Wholesaler or Distributor</i>) and accompanied by accurate invoices? | [] | [] |
| 25. | Are all sales and/or consumption of alcoholic beverages confined to licensed areas? | [] | [] |